Inside SAIS

This Issue

FY 2005 SAIS-Student Details Transaction Uploads Enabled

As of August 16, 2004, FY 2005 SAIS-Student Details File Uploads are now being accepted. Fiscal Year 2005 changes have been implemented for transactions.

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FY 2005 Transaction Changes

FY 2005 transactional changes are documented at http://www.ade.az.gov/sais/ . A recap of transaction changes recently made available:

- Withdrawal Reason Codes
- School Student Id required for Personal Information transaction
- Share removed from SAIS
- Mid-Year Track change (WK/EK)
- Community College transaction
- Foreign Exchange Indicator to membership level (Tuition Payer 3)
- Valid Values Required in fields (example: Names)
- SPED Exit Reason 8: Transition to KG
- IEP transaction
- Chronic Illness Need code removed
- School Improvement Need code removed
- Giftedness; now has a Support Program
- Language Assessment codes
- Language Programs

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FY 2005 Integrity Changes

While reviewing your Integrity status, please be advised that FY 2005 changes needed for Integrity are in progress and forthcoming.

Since some minor changes to FY 2005 Integrity are yet to be implemented, it is possible that Integrity results related to newly modified transactions can be skewed until such a time of Integrity implementation. This means that if your Integrity status is passing, it is possible to fail once rules are implemented. Conversely, if your Integrity is failing now, implementation can cause it to subsequently pass.

Any iteration of Integrity modification or addition due to FY 2005 changes will be explicitly conveyed via various forms of communication including a posting on the ADE MIS Bulletin Board.

http://portal.ade.az.gov/News/default.aspx

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Orphaned Absences

An orphaned absence is defined as an absence outside a membership period. These can occur when an LEA withdraws a student with an effective date prior to previously submitted absences.
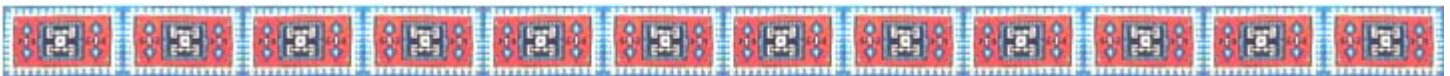
Example:
- Student enroll date of 8/1
- Submitted absences of 12/1 and 12/2
- After absences are uploaded, LEA realizes student was really withdrawn and submits withdrawal transaction effective 11/1

The result in the example is that the absences for 12/1 and 12/2, which were submitted successfully prior to the withdrawal, are now "orphaned". These absences will not be counted because they are not a part of this membership period, which is now defined as 8/1 – 11/1. At this point, they also cannot be deleted (an 004 Absence "delete" transaction will fail for these).

The only way these absences can be deleted, or the only way for these absences to once again be counted towards this membership period is if a withdrawal "delete" is done. In this scenario,

the membership period would be from 8/1 – no end date, which would of course include the absence dates of 12/1 and 12/2.

If the student is readmitted, even if prior to the absence dates, the absences will still not count for the student.

Example:
- Student enroll date of 8/1
- Submitted absences of 12/1 and 12/2
- After absences are uploaded, LEA realizes student was really withdrawn and submits withdrawal transaction effective 11/1
- Student is readmitted with a start date of 11/15

A readmission is a separate membership period and is considered a "fresh" enrollment for the student. Any absences in the readmitted membership period would have to be submitted anew.

Note that absences are not the only data that can be orphaned. Attendance works similar to absence in these cases…as does other data, such as FTE changes, Payer Factor changes, etc.

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Withdrawal Reason Codes

Beginning with the FY 2005 school year, SAIS users are required by NCLB legislation to capture and report the new student level element *Withdrawal Reason Code*. Withdrawal Reasons are a secondary reason for the withdrawal (the primary reason being the Withdrawal Activity Code). Withdrawal Reasons are optional, and will not apply to the great majority of students who withdraw from school prior to the last scheduled day of session. There will be no ADM funding impact related to the Withdrawal Reason Codes.

These withdrawal reason codes are valid for both the withdrawal transaction and the summer withdrawal transaction. Since they are optional, the inclusion of these codes is only necessary if the reason is stated at the time of withdrawal. As stated in ARS 15-1042(H): "The student level data shall include reasons for the withdrawal if reasons are provided by the withdrawing pupil or the pupil's parent or guardian."

- WR1*
  - School Identified for Federal School Improvement

- WR2*
  - School identified as persistently dangerous.

  WR1 and WR2: If a school does not have this designation, or if a student transfers to another school with the same designation, then this withdrawal reason is invalid.

- WR3
  - Individual Transfer Option (victim of a violent crime or criminal act)

- WR4
  - Pregnancy / Biological Parent of a Child

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SMS Field in Header

The Student Management System (SMS) code is now required to be submitted to SAIS – Student Details. This is to be captured in the header of each file submission. This code represents the software vendor or homegrown software system that the LEA is using for SAIS submissions.

The values for each SMS can be found in the Code Values document at:
http://www.ade.az.gov/sais/saisdbdocs.asp

Please be advised that the field that captures the SMS code value element in each file submission header is an added field for FY 2005. It is the 13th (and last) element in the header.

Order	Data Type	Content	Optionality
1	string	the letter **H**, by itself	required
2	string	hard-coded file identifier string: **Student Detail**	required
3	string	the LEA identifier	required
4	integer	LEA file sequence number • between 1 and 2,147,483,647 *file sequence number MUST begin with 1* • this will allow a single daily submission to be generated for 11,767,033 years.	required
5	date	date 1	optional
6	time	time 1	optional
7	date	date 2	optional
8	time	time 2	optional
9	date	date 3	optional
10	time	time 3	optional
11	integer	fiscal year	required
12	string	reporting unit	optional
13	code	student management system (see the Code Values document for the code value associated with each individual SMS product)	required

Sample File Header

The following header would appear on a single line at the top of the submitted file:

"H", "Student Detail", "010203000", 006, #1999/08/01#, #00:00:01#, #1999/08/31#, #23:59:59#, #1999/09/10#, #06:15:00#,2000,"unit 1",{1}

This would describe a file that was generated for the district whose CTD is 010203 (the district-level "school" identifier is 000). The sequence number is 006, and the zeros are not necessary, but are accepted. It shows that the data relates to fiscal year 2000.

The date/time fields are provided for the submitter's benefit; the submitter may utilize these fields any way they see fit. For example, if this submitter defines "date/time 1" and "date/time 2" as the period begin and end when changes contained in this file were accepted into their system and "date/time 3" as when the file was generated, then this file header information indicates that the file includes data changes that occurred anytime during the month of August 1999 (from midnight August first through one second before midnight on August 31); the file was generated on September 10th at 6:15 am. *No reasonability checks will be done on the "date" or "time" fields in the file header.*

The file would also indicate that the reporting unit "unit 1" inside the LEA is submitting its sequence number 006. This field provides additional functionality for those LEA's that have multiple areas or departments submitting files, and each area requires control over the sequence number. For instance, this field is used by many LEA's to differentiate membership, special education and language reporting units. If a submitter uses reporting units "ADM" and "SPED", ADM will have sequence numbers 1, 2, 3… and SPED its own sequence numbers 1, 2, 3… Otherwise, this field may be omitted.

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Approved Private Schools for ESS

The list of approved private schools and information about which services they are allowed to provide for SPED can be found on the Exceptional Student Services (ESS) website under the Private Schools / Vouchers link.

http://www.ade.az.gov/ess/vouchers/

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SAIS–Student Details Open Forum Meeting Scheduled for Flagstaff

The SAIS - Student Details Team will be hosting the next Open Forum meeting in Flagstaff, AZ on Friday, September 10, 2004.

* *Please email SaisVendorSupport@ade.az.gov to RSVP by*

September 8, 2004. Please provide the name, job title, and company or school/district the attendee represents. Thank You!

Meeting Location:

Flagstaff Unified School District Board Room
3285 E. Sparrow Avenue, Flagstaff, AZ 86004

Time: 10:00am - Noon.

These meetings will provide a forum for LEA, Vendor, RTC and other technical staff to meet and share information about SAIS - Student Details.

SAIS - Student Details staff will present and discuss various topics at the meetings, and will follow up with a question and answer period as well as individual discussion with those who have more specific items. An agenda will be posted on the portal approximately one week prior to the meeting.

As a follow up to the meeting, any information presented will be included in the following Inside SAIS. We plan to release an Inside SAIS soon after each meeting. We will also try to make sure that information that was presented in Phoenix meetings is disseminated at the meetings in Tucson and Flagstaff.

Please note that information regarding general business rule questions will not generally be addressed at these meetings, other than how the SAIS - Student Details software implements them. The meetings are likely to be of limited interest to business managers. Other ADE Business Unit representatives will be notified of the Phoenix meetings. If you would like to address business rule questions, please contact the appropriate representative (a list of contacts is available on the portal, on the "Information" area page).

Thank You.

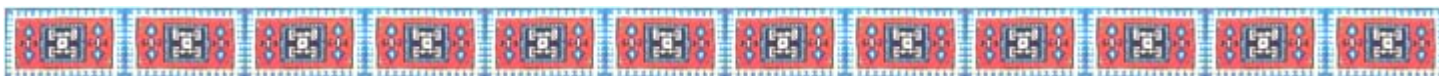Proposed future meeting dates and locations:

Date	City	Location
10/8/2004	Phoenix	TBD
11/10/2004	Tucson	TBD
12/10/2004	Flagstaff	TBD

All meetings are currently planned to be held from 10:00am until Noon.

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Starting FY 2005 on the Right Foot

FY 2005 is here! Below are some suggestions to make the FY 2005 year as smooth as possible:

- Have a goal of March or April 2005 to have all data uploaded, checked, and corrected into SAIS (as much as is possible at that point). Be proactive in any necessary data input corrections or modifications necessary.

- Check Results and Status frequently.

- Get data into SAIS as soon as it becomes available. Don't wait to send in data such as SPED or ELL Participation.

- Have all calendars uploaded and activated for all tracks as soon as possible.
- Do not submit enrollments for students who have not attended school yet. Students should only be enrolled once they actually attend class. This will avoid having to back track and do unnecessary additional work if the student does not attend as once thought.
- Remember that 75 reports will not be available at minimum until *all* school's calendars and tracks under a district or charter holder have reached their 40th + 13 day. This is the first time Aggregation will be run.

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Q & A – Community College Transaction:

Q: *Who does the Community College transaction/data apply to?*

A: This transaction applies only to students attending a community college for classes that count towards the student's high school graduation requirements.

Q: *Why does ADE need to collect this information?*

A: ARS 15-1042.A.2 requires ADE to collect this information from LEAs/schools.

Q: *Will an Enrollment delete transaction also delete a student's Community College data?*

A: No. Community College data entered into SAIS – Student Details will not be deleted by an enrollment delete transaction. An enrollment delete transaction will delete specific data associated specifically with a specific membership period for a student. Community College data is tied to a student only by SAIS Student ID (student level association) and not by a student's specific membership period.

Q: *Should LEAs submit Community College data when the student enrolls in such a class or when they successfully complete it?*

A: We recommend this data is submitted to SAIS – Student Details as soon as the student begins to participate (attends) such a class and that class meets the criteria of counting towards their high school graduation requirements. Think of this as similar to a regular enrollment. You would "enroll" the student when they begin to attend school, not wait for the student to complete the classes, semester, or school year.

Q: *If we submit this data at the time of the student's atten-*

dance in a Community College class that meets said requirements, what should we do if they do not pass or do not finish that class?

A: You would need to submit a Community College "change" transaction to adjust the number of classes (example change from 2 to 1). However, if the student's failure or drop of said class results in zero Community College classes, you would need to submit a Community College "delete" transaction.

Q: *The July 2004 Inside SAIS showed two CTDSs for Prescott College. Is this correct?*

A: The proper CTDS for Prescott College to use in the Community College transaction is 130602001.

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Inside SAIS & Open Forum Feedback

We encourage any comments, requests for information, and suggestions for *Inside SAIS* and SAIS – Student Details Open Forum Meeting content. Please remit to either of the below email addresses.

InsideSAIS@ade.az.gov

SaisVendorSupport@ade.az.gov

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SAIS Achievement Awards

The SAIS Achievement Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to:

InsideSAIS@ade.az.gov

Congratulations to the following individuals who recently received SAIS Achievement Awards!

Lynn Darling *– Summit High School*

Mack McKeen *– Gilbert Unified District*

Kathy Frazier *– Gilbert Unified District*

Bobby Rosinke *– Gilbert Unified District*

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SAIS on the Web: http://www.ade.az.gov/sais/
MIS Bulletin Board: http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx
SAIS-Related Issues: http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx
SAIS Codes Values: http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc
Back issues of ***Inside SAIS*** are available for reference on the ADE web site at http://www.ade.az.gov/sais/